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UNITED STATES GOVERNMENT  
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# Memorandum

TO : Chief, Printing Services Division, OI

DATE: 27 April 1966

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THRU : Executive Assistant, OBI [redacted]

FROM : Chief, Cartography Division, OBI

SUBJECT: Delivery of Graphics to Records Center

1. As Division of origin, the Cartography Division has been requested by the Chief, Records Center, to incorporate in the "Printing Services Requisition" (Form 70) the requirement that all maps and other graphics sent to Records Center be packaged separately and identified by map and reproduction job number on the outer wrapper.

2. It would be appreciated if the Printing Services Division would make this standard operating procedure in all its plants.

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EX-1  
Excluded from automatic  
downgrading and  
declassification

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